

Kalamazoo**VALLEY**TM community college

To: Nkenge Bergan, Valerie Bustillos, Kimberly Dupree, Sean Gordon, Angela Marsh-Peek, Amy Reynolds

From: Russ Panico, Committee Chair

Date: June 23, 2025

Re: Drug and Alcohol Abuse Prevention Plan Annual Review Minutes - June 17, 2025

Present: Nkenge Bergan, Valerie Bustillos, Kimberly Dupree (for Angela Marsh-Peek), Russ Panico, Amy Reynolds, Marc Rifenberg (for Sean Gordon),

Absent: Sean Gordon, Angela Marsh-Peek

*Meeting called to order at 1:35 p.m. on June 17, 2025.

Approval of Minutes from 2024 Meeting

Minutes from June 2024 were approved as amended.

Membership Update

Changes to committee members were discussed. Valerie Bustillos will now represent the Financial Aid Department on the committee and Kimberly Dupree will be added to the committee representing Training & Development & Compliance.

Information Sharing/Updates

Brief history of committee and purpose was shared with new members. Committee confirmed public safety will continue to keep DAAPP policy updated and communicate plan as required.

Biennial minutes will be sent to President Washington for signature. Russ Panico will keep signed minutes/proof of review with all documents collected as part of the standing committee procedures.

Business

DAAPP Statistics

- Fiscal Year (7/1/2024-6/30/2025)
 - There were no cases reported in the past fiscal year.

DAAPP Awareness and Education Activities

- Marc Rifenberg from Public Safety confirmed that multiple email messages were sent to all students, staff, and faculty, per the standing policy.
- Kimberly Dupree inquired about the title “Life Resources Coordinator” in the email as the College currently does not have a person in that specific role. Nkenge Bergan did not feel a change should be made as any inquiries pertaining to DAAPP to SDS would get to the person who has “life resource” responsibilities.
- Kimberly Dupree also requested that the College have the written record of when (date/time) DAAPP emails were sent out to employees and students. Marc Rifenberg would work with her to obtain this record.
- No student or employee activities occurred during the past fiscal year.

Action Item: Nkenge Bergan, Amy Reynolds, and Kimberly Dupree will continue to work together to determine potential student and staff educational activities related to DAAPP for the next fiscal year. Vector online DAAPP training for employees has been researched by Kimberly Dupree and will be ready for implementation upon review and approval from the College.

Review/Changes to current DAAPP policy

- To be reflected in the 2025-2026 DAAPP policy
 - All revisions submit to Stephani Ebinger in Public Safety.
 - Nkenge Bergan and/or SDS staff to review local resources to correct contact information and offerings and provide updates to Public Safety.

Other

- Russ Panico will complete the 2025 minutes and submit, along with the required letter, to Dr. Washington for review and approval.

Next Meeting

*June 2026.

*Meeting adjourned at 2:10 p.m.